



JOHN ELIAS BALDACCI  
GOVERNOR

STATE OF MAINE  
DEPARTMENT OF PUBLIC SAFETY  
MAINE EMERGENCY MEDICAL SERVICES  
16 EDISON DRIVE  
AUGUSTA, MAINE  
04330



MICHAEL P. CANTARA  
COMMISSIONER

JAY BRADSHAW  
DIRECTOR

BOARD OF EMS MEETING  
FEBRUARY 4, 2004  
9:30 AM  
MAINE EMS CONFERENCE ROOM

MINUTES

Board Members: Carol Pillsbury (chair), Steve Leach (chair-elect), Bob Ashby, Oden Cassidy, Richard Doughty, Bill Dunwoody, Sue Dupler, Jim Farrell, Paul Knowlton, Penelope Lovejoy, Jim McKenney, Wayne Werts

Regional Coordinators: Joanne LeBrun

Staff: Jay Bradshaw, Dwight Corning, Dawn Kinney, Laura Yustak Smith, AAG

1. Introduction of Guests

None present

2. Minutes of December 3, 2003

**MOTION: To approve the minutes of December 3, 2003, as presented. (Farrell; second by McKenney). Unanimous**

3. Old Business

- a. DPS Strategic Plan – Jay reported that due to the activities surrounding the state budget and the DPS office consolidation, there has been no additional activity on this issue. Until there is renewed activity, it will be removed from future Board agendas.
- b. EMS System Study – the contract with EMSSTAR, LLC has been signed and approved. Jay is now working with EMSSTAR on the details of what information they need in advance of their on-site visit. Jay is also working on the tentative agenda for their time in Maine, which will be during the week of July 12. More information will be provided as it becomes available.

## 4. New Business

- a. Legislative/Budget Update – the Legislature has passed the bill that: made changes to the EMS statute regarding disciplinary processes, extended the deadline for AVOC training to 1/1/07; and extended the deadline for reporting the results of the EMS Study until 1/31/05. The bill to waive the \$15 background fee was defeated; however, the Criminal Justice Committee will be asking the Board to consider making this a requirement only for initial license applications, not renewals. A letter detailing the Committee's request will be forthcoming.
- b. Operations Team Action Items – none at this time
- c. Investigations Committee Action Items

- i. **MOTION: To ratify the minutes of the Investigations Committee minutes of 12/3/03 (McKenney; second by Leach). Unanimous.**

- ii. **MOTION: To ratify the Consent Agreement with Nate Sessions (Leach; second by Dunwoody). Unanimous**

- iii. **MOTION: To approve the Consent Agreement with Brian Eliot (Dunwoody; second by Pillsbury). Unanimous.**

- d. KVEMS Medical Director

**MOTION: To approve David McKelway, DO, as the Kennebec Valley EMS Medical Director. (Farrell; second by Dunwoody). Unanimous**

- e. Awards Committee – The committee to review award applications will include Board members Steve Leach, Bob Ashby, and Susan Dupler. Dawn and Jay will be staffing the committee, which will meet in April (same day as the Board meeting). Copies of nominations will be mailed to committee members in advance of the April meeting.

- f. Other

- i. Roles of the AAG and Board members – Laura Yustak Smith explained for the benefit of Board members that she serves in different roles depending upon the item before the Board. In general, she serves as an advisor to the Board to provide information about options and legal obligations. However, in a hearing, she becomes a prosecutor and is no longer an advisor – the latter becomes the function of the hearing officer who also controls the hearing itself. Laura also reminded the Board about the importance of ex parte communications and that Board members must not talk to anyone connected with an investigation, including other Board members, MEMS staff, witnesses, regional coordinators, or the AG's office. Any such communication must be fully disclosed to the hearing officer. There can be no communication with the media. Board members should be particularly mindful of casual conversations between other members and staff during break times.

5. Staff Update

a. MEMS

- i. Electronic Run Reporting – Jay reported that the results of the survey sent to all EMS services is being compiled by the consultant team. The team has also conducted a number of interviews and will be making a formal report and presentation within the next 60 days.
- ii. EMS Preparedness Coordinator – Jay reported that there were several qualified applicants for this position, and that interviews are being scheduled.

b. MDPB

- i. Dr. Diaz assumed the role of state EMS medical director on January 1, 2004.
- ii. The MDPB met on January 21 to discuss a 6 month timeline for agenda items.
  1. Work will begin on assembling a core team to discuss issues surrounding cardiac treatment/destinations.
  2. The Paramedic Interfacility Transfer program will be reviewed in its entirety. The current PIFT program has been modified over the years in a modular format that has resulted in a program that is in some cases both confusing and outdated. This will be an expanded project of the MDPB and include the Education Committee, among other participants.
  3. Airway module – work continues.
  4. Protocol update – assignments were made to MDPB members and discussion will take place in May/June.
- iii. There will be no meeting in February – the next meeting will be on March 17, 2004.

6. Other – none at this time

7. Adjourn – meeting adjourned at 10:45.